



QUECHAN INDIAN TRIBE

Ft. Yuma Indian Reservation

HUMAN RESOURCES DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (928) 977-2727

Fax (760) 572-2961

POSITION DESCRIPTION

Position: Senior Center - Janitor

Salary: \$15.50 to \$17.00 NON-EXEMPT

Opening: Monday, June 16, 2025

Closing: Monday, June 30, 2025

BASIC FUNCTION:

Under the direct supervision of the Senior Center Manager.

The Senior Center Janitor is responsible for maintaining the general cleaning and sanitation of the Senior Center Program that will meet the safety requirements as established by Local, State, and Federal Regulations.

This position requires the full understanding and active participation of our employees to demonstrate behavior to work effectively, patiently, and positively with our seniors, co-workers, and others by being courteous, conscientious, and kind-spirited.

DUTIES & RESPONSIBILITIES:

- Performs general cleaning and janitorial duties in the common areas of the Senior Center building both inside and outside of the facility daily, which includes the lobby, restrooms, offices, conference rooms, parking lot and public areas.
- Performs minor repairs and maintenance such as replacing light fixtures or unclogging pipes.
- Assists in cleaning and sanitizing restrooms and cafeteria.
- Performs limited ground maintenance such as mowing and trimming lawns and hedges and cleaning debris from sidewalks.
- Ensures heating and cooling systems are operational.
- Maintains a neat and orderly janitor's room; ensures cleaning and maintenance supplies are stocked.
- Dust, vacuum, sweep, mop, polish, shampoo carpets, wash windows and empty trash daily, and wax floors on a weekly basis.
- Report maintenance issues as soon as they come to your attention and help create a maintenance schedule for office equipment, fixtures, and HVAC unit.
- Maintain and stock supply rooms and bathrooms as needed.
- Check for potential safety issues in all public areas daily and bring them to the attention of the Senior Center Manager.

- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare the Senior Center facility for events and meetings.
- Work with the Senior Center Manager when necessary to remove debris, leaves, and other obstructions from the outside area.
- Ensures heating and cooling systems are operational.
- Washes windows.
- Disinfect commonly used items like desks, door handles, office tools and phones.
- Maintain cleaning inventory, placing orders for new products when needed.
- Empty trash when necessary.
- Perform minor repairs on machinery, equipment, and tools.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
- Remove waste and empty trash bins.
- Maintain cleaning chart indicating areas that were cleaned and inspected.
- Assists in examining the Senior Center Facility for safety hazards, reports deficiencies to the Senior Center Manager.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions.
- Detail-oriented and thorough.
- Knowledge of OSHA requirements, HACCP (Hazard Analysis Critical Control Points) and other Federal and State workplace safety requirements, and ability to adhere to the guidelines and procedures.
- Ability to perform basic repairs and operate tools or equipment used in routine maintenance.
- Ability to keep the Senior Center Program clean and orderly.
- Ability to walk, stand, and/or bend continuously to perform essential job functions.
- Ability to work under pressure and deal with stressful situations during busy periods, in confined spaces.
- Handle basic maintenance, building repairs, cleaning, and other janitorial work.
- Able to work safely with a variety of cleaning supplies.
- Ability to perform duties within extreme temperature ranges.
- Must exhibit professionalism, creativity, strong leadership, and organizational skills.
- Possess strong interpersonal skills, and the ability to work well with the public and experience working with an elderly/senior population.
- Ability to proactively greet clients; be friendly, professional, polite, and helpful in dealing with clients and employees in a positive and professional manner.
- Ability to cooperate and maintain confidentiality.
- Ability to work equally as a team and maintain a positive, motivated staff rapport.

- Ability to have strong oral and written communication skills and the ability to listen and communicate with the public and staff.
- Ability to work all shifts, prioritize tasks, and notify management of problems as they arise.

QUALIFICATIONS:

- High School Diploma or GED Equivalent.
- Must pass a pre-employment alcohol/drug screening.
- Must possess a current valid Driver License.
- Ability to observe safety and security procedures and to comply with policies.
- Ability to read and interpret written information; ability to write clear statements; ability to communicate orally.
- Must be able to do physical work and operate power equipment normally found in janitorial operations.
- Current Food Handlers Card (or obtain one within 30 days of hire) and maintain such certification while employed within the Quechan Senior Center Program.
- Must have or be able to obtain CPR, First Aid, and AED certification within 3 months of hire and maintain such certification while employed within the Quechan Senior Center Program.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, or crawl.
- Good organizational skills.
- Dependable and reliable with good time management.
- Demonstrated sensitivity to the elderly population.
- Must be able to obtain a Level 1 Fingerprint Clearance Card.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

1888 San Pasqual School Road

Winterhaven, CA 92283

Telephone: (928)977-2727, Ext. 452

Fax: (760) 572-0515

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check